



Roland W. Burris

Comptroller
State of Illinois

October 22, 1980

201 State House
Springfield, Illinois 62706
217/782-6000

PAYROLL BULLETIN
(5-80)

TO: All State Agencies, Departments, Boards, Commissions
and Universities

SUBJECT: Sick Pay Plan

Pursuant to House Bill 3415 (Public Act 81-1472) beginning July 1, 1981, salary payments made for personal illness will not be subject to social security tax. Each personnel jurisdiction, except those included under the term "Employer" in the State Universities Retirement System, is mandated by this legislation to prepare a sick pay plan and submit the plan to the State Employees' Retirement System. It further mandates that effective July 1, 1981, each personnel jurisdiction shall establish a sick pay plan and each Department shall implement the applicable sick pay plan. A personnel jurisdiction is defined in Public Act 81-1472 as the department, institution, board, commission, office, court or agency having legal authority to establish rates of compensation for employees. Attached is a copy of the sick pay plan for the State Department of Personnel that you may use in developing your plan if you do not have one. The Comptroller's main emphasis in implementing this plan will be to identify personal illness from all other types of illness and to ensure that accurate records are kept to document the personal illness.

Submit by January 2, 1981, your sick pay plan to the State Employees' Retirement System, 2815 West Washington Street, Post Office Box 4064, Springfield, Illinois 62708. The plan submitted must have the personnel jurisdiction head certify that this is their plan. Those agencies who are under the jurisdiction of the Department of Personnel will have their sick pay plan submitted by the Department of Personnel. Any

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proposed changes to the plan should be referred to the State Employees' Retirement System prior to being put into effect to assure that they conform to Federal guidelines for sick pay plans.

Any questions you might have in developing your sick pay plan should be referred to Mike Blankenship at the State Employees' Retirement System. Mr. Blankenship's telephone number is (217) 753-0444. You will be informed at a later date by the Office of the Comptroller of the procedures to be followed in implementing the sick pay plan. These procedures will cover record keeping requirements and such other procedural matters.

Sincerely,

A handwritten signature in dark ink, appearing to read "Larry D. Roth", written in a cursive style.

Larry D. Roth
Director, State Accounting

LDR:pmd

attachment

ATTACHMENT A

SICK LEAVE:

All employees, excepting those in emergency, intermittent, per diem or temporary status, unless such status is the result of accepting a non-permanent working assignment in another class, shall accumulate sick leave at the rate of (specify applicable rate) for each month's service. Sick leave may be used for illness, disability or injury of the employee, appointments with doctor, dentist or other professional medical practitioner and also may be used for not more than 30 days in one calendar year in the event of serious illness, disability, injury or death of a member of the employee's immediate family. The operating agency or the Department may require evidence to substantiate that such leave days were used for the purpose herein set forth for periods of absence of ten consecutive workdays or less. For periods of absence for more than ten consecutive workdays the employee shall provide verification for such absence in accordance with the provisions of Rule _____.